
Stage Managers Guide

Summer 2000



THE BAND OF THE U. S. AIR FORCE RESERVE

WOODWIND QUINTET

STAGING REQUIREMENTS

Arrival

The band will arrive according to the operations representative's (Ops Rep) designated time. The event sponsor or point of contact should be available to meet the band upon arrival to greet and assist the Ops rep with the organization of the performance. The following are standard requirements needed to ensure the highest quality performance by the Woodwind Quintet.

Stage

Dimensions: Performance area should be at least 12 feet wide and 12 feet deep.

Construction: The stage or area being used must be level with a firm foundation. For outdoor sites: the performance area must be **dry**. We request a covering be provided for outdoor venues to help protect the health of band members and the safety of our equipment from direct sunlight. **NOTE:** the band cannot perform in inclement weather (including high winds); we recommend that arrangements are made for an alternate in-door site.

Cleanliness: The performance stage and dressing room areas should be cleaned before the arrival of the band. If the band is performing on a stage with other entertainers (i.e. festivals, picnics, park concerts, etc), please ensure the area is cleared of all other equipment and events prior to the band's designated set up time.

Set-up: Normally, the band can set-up their equipment in approximately ten minutes. However, due to the complexity of downloading the equipment to difficult performance areas and other unforeseen delays, it could possibly take up to thirty minutes to complete the set-up and sound check. The use of five chairs (without arms) and five music stands are desired, if available please inform the Ops Rep within thirty days if ensemble will need to furnish own.

Electrical: We request the use of one 120V/20Amp AC circuit with two Edison outlets for use with a small PA system (powered speaker and microphone) and stand lights. Power should be available within 10 feet of the stage area.

Lighting: No special lighting needs. We request the use of general stage lighting (wash); please designate someone who can operate system during band's performance.

Audio: For most performances, no audio is required. If available, a small PA system for announcing is desirable. This must be coordinated with band's production staff at least 30 days before performance.

Dressing Rooms

Two secured dressing rooms in close proximity to the stage area are needed for approximately four males and two females. Please inform the Ops Rep of any rules concerning smoking, eating, etc.

Contact

SSgt Joe Grasso
550 Allentown Road
Robins AFB, GA 31098
(912) 327-0555 Fax: (912)327-0568
DSN: 497-0555 FAX: 497-0568